MINUTES
IT Strategic Planning Committee

DATE	July 10, 2006
TIME	10:00 AM – 12 Noon
LOCATION	State Library and Archives Large Meeting Room
RECORDER	Alisanne Maffei, Strategic Planner

ATTENDEES - Revised

Name	Attend ✓	Name	Attend ✓
Andrew Clinger, Department of Administration	✓	Co-Chair – Terry Savage, Department of Information Technology	
Administration, Dave McTeer	✓	DoIT, Dave Miller	✓
Deborah Reed	✓	George Trennin	✓
Agriculture, Don Henderson		Education, Keith Rheault	
B&I, Doug Walther		Governor's Office, Keith Munro	
Laurie Flynn	✓	Homeland, Giles Vanderhoof	
CNR, Allen Biaggi		Military, Miles Celio	✓
Kay Scherer	✓	Motor Vehicles, Ginny Lewis	
Corrections, Glen Whorton		Chuck Conner	✓
Cultural Affairs, Scott Sisco	✓	PEBP, Forrest Thorne	
Sara Jones		Personnel, Jeanne Greene	
DETR, Terry Johnson		Public Safety, George Togliatti	
David Haws	✓	PK ONeil	
DHHS, Mike Willden		Taxation, Dino Dicianno	
Michael Torvinen	✓	Tom Summers	✓
DoIT, Kathy Ryan	✓	Transportation, Robert Chisel	
Chris Ipsen	✓	Veteran's Service, Tim Tetz	✓
Alisanne Maffei	✓	Wildlife, Bob Haughian	
		Invited Guest – Joseph Fix, Aeris Ent	✓

CALL TO ORDER

I Introduction

- Andrew Clinger, Department of Administration, called the meeting to order.

II Review and Approval of the Minutes

- After review of the May meeting minutes, it was moved by Tom Summers and seconded by Mike Torvinen to accept the minutes. The minutes from May 2, 2006 were accepted as presented.

III Strategic Enterprise Topics

- Dave McTeer, Chief of Information Services for the Department of Administration, made a presentation on the Statewide Travel Tracking System Rollout. Dave stated the intent of the new tracking system was to provide one stop shopping, eliminating paper forms for travel.

- Joe Fix, VP, Aeris Enterprises Inc and Deborah Reed, Budget Analyst with the Department of Administration joined Dave to provide information regarding the roll out. Joe Fix serves as the primary onsite manager for the State of Nevada client. He is managing the delivery of the custom-developed NEATS application from both a functional and technical standpoint. In addition to his project implementation tasks, Joe works with the Nevada client to provide strategic IT direction.   Deborah Reed serves as the Training Coordinator for the budget office. She will oversee train the trainer and distribution of training materials for the system rollout.

IV IT Governance Process

- It was requested to move all NITOC Standards from the consent agenda down for a formal discussion.

V Standards Review

- The Project Delivery Framework was presented by George Trennin, Project Oversight Manager, and approved with changes to the exception process specifications. George stressed that end dates and identified deliverables are necessary for projects by definition.

- As the project management process and costs were discussed, Dave McTeer indicated there may be contingency funding in #1325 for projects that may have need due to pricing and scope changes.

- David Haws queried how project management framework coordinates with Proprietary Vendor Methodologies. George indicated that the framework allows for the vendor methods that cover all the required functionality.

- Both the Desktop/Laptop Hardware and Software Acquisition Standards were discussed and approved. Details of the cost impact estimates are to be provided.
- It was announced Teri Mark, State of Nevada Records Manager with Cultural Affairs, will cover the legality of electronic records at the August committee meeting.

VI Updates

- The ITSPC Project Prioritization Status was covered. A question regarding final ranking for Governor Recommends was discussed.
- Dave Miller, DoIT provided the update on Critical Business Technology Assessment Project (CBTAP).
- Dave McTeer introduced Chris Ipsen, the Enterprise IT Architect. Chris will support the Enterprise Architecture Committee. Chris indicated State of Nevada data resources can be shared and architected.
- Dave McTeer provided updates for the Enterprise E-payment and Videoconferencing Projects.
- The Bill Draft Request (BDR) Update was presented to the committee. Two BDR's relating to electronic transfers of funds will be added to the tracking matrix. Alisanne Maffei requested to be notified of technology related BDR's identified for inclusion.

VI Future Issues/New Business - None noted

VII WRAP UP

- The August Meeting of the ITSPC will be Wednesday August 2, 2006, scheduled for 10:00 AM – 12:00 Noon in the Library and Archives Large Conference Room.
- The September Meeting of the ITSPC is tentatively scheduled for Thursday, September 7, 2006 for 10:00 AM – 12:00 Noon in the Library and Archives Large Conference Room.
- The IT Advisory Board (ITAB) is scheduled for September 13.

Related Links / Contact Information:

State of Nevada Vision Statement and Mission Statement, State of Nevada Strategic Plan
http://budget.state.nv.us/BudgetInst_07_09/chapters/budget_instructions_2007_2009_hq1_%20APPENDIX%20A%20-%20NEVADA%20STATE%20STRATEGIC%20PLAN_38.pdf

Nevada State Agencies Video Conferencing Contact listing : http://doit.nv.gov/DoIT_Meetings.htm

SilverSource updated link: http://silversource.state.nv.us/

Terry Savage contact: 684-5801, cell 721-5184, tsavage@doit.nv.gov

Training User Guide http://infosec.intranet.nv.gov/Security_Training.htm

Security Awareness Program http://infosec.nv.gov/Security_Services.htm#Awareness

Nevada Communications Steering Committee website: http://ncsc.nv.gov/

IT Strategic Planning Committee: http://nitoc.nv.gov/IT_StrategicPlan.htm

IT Project Oversight Committee: http://nitoc.nv.gov/IT_Project_Oversight.htm

The Critical Business Technology Assessment Program (CBTAP) Tool: http://doit.nv.gov/cbtap/

Link for BDR Tracking: https://www.leg.state.nv.us/74th/BDRList/

ACTION ITEMS

Item No.	Description	Assigned To
1.	Compile inputs for Enterprise and Agency IT Strategic Plan with Directors and Agencies - ongoing	Alisanne Maffei
3.	Draft update for NITOC policy including impact statement	Alisanne Maffei
4.	Update on Digital Certificates and Digital Signatures for Nevada	Alisanne Maffei
5.	Provide listing of IT Accounts	T. Savage/ A. Maffei
6.	Presentation to the committee on IT assessments and trended data	A. Maffei coord
7.	Research other states funding mechanisms for applicability	A. Maffei/S. McGee
8.	Review the highway fund treatment for microwave projects	Alisanne Maffei
9.	IT related BDR's of interest are to be reviewed and tracked	Alisanne Maffei